



May 15, 2008

Dear Executive Director:

We are pleased to inform you of several updates and improvements in procedures for reporting county Annual Report, School Readiness and Power of Preschool data. There are many positive changes to the overall process, including revised Web-based forms, as well as updated Guidelines. We anticipate these improvements will assist you in complying with annual reporting requirements.

Updated Guidelines

We streamlined and simplified the Guidelines to enhance clarity and ease of use. For FY 2007-08, Annual Report Guidelines and School Readiness Guidelines will be available no later than June 30, 2008 at <http://www.first5eval.com/reporting0708.htm>.

Revised Online Forms

There are significant changes to the forms. The following forms have been eliminated:

- Part 1A – County Profile
- Part 1 Appendix C – Sample Photograph Release
- Part 2 Appendix D – Reporting for Result 4. Reporting for Result 4 transferred to AR-2 County Demographic Worksheet

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The following table maps previous year's forms to the new updated forms:

FY 2006/07 Form Name	NEW FY 2007/08 Form Name
Part 2 Appendix B, County Commission Revenues and Expenditures Summary	Annual Report Form 1: County Revenue and Expenditure Summary (AR-1)
Part 2 Appendix C, County Commission Part 2 Result/Service Worksheet	Annual Report Form 2: County Demographic Worksheet (AR-2)
Part 1B, County Evaluation Summary	Annual Report Form 3: County Evaluation Summary (AR-3)
Part 4 Appendix A School Readiness Part 4 Result/Service Worksheet for SR Programs	School Readiness Form 1: School Readiness Demographic Worksheet (SR-1)
Part 4 Appendix E School Readiness Outcome Data and Local Evaluation Update	School Readiness Form 2: School Readiness Outcome Data and Local Evaluation Update (SR-2)
Power of Preschool Data Collection Tool	Power of Preschool (PoP) Evaluation Questions and Data Collection Form

First 5 California will now collect all Annual Report data through Web-based forms. Users will access the online system via a link from www.first5eval.com. Once logged on, each county user will have access to the appropriate reporting forms. Users will have the ability to save, print and submit data up to the November 1, 2008 due date.

To gain access to the Web-based forms, **executive directors must e-mail to evaluation@ccfc.ca.gov the name, phone number and e-mail address of all staff that should have access to the Web-based forms.**

We are fortunate again to have CSU Sacramento's Institute for Social Research on contract to facilitate analyses and the creation of our FY 2007/08 Annual Report. Data entry and submittal questions should be directed to them at 800-311-4905 or isr-02@csus.edu.

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Training Opportunities

Beginning in July, First 5 California will host trainings throughout the state for First 5 county commission staff on how to access the new forms and report Annual Report and School Readiness data. The trainings will occur on the following dates:

Date	Location
Thursday, July 10, 10:00 am to 3:00 pm	Glenn County Office of Education (hosted by First 5 Glenn County) 311 S. Villa Avenue Willows, CA 95988
Tuesday, July 22, 10:00 am to 3:00 pm	First 5 Alameda County 1100 San Leandro Boulevard, Suite 130 San Leandro, CA 94577
Tuesday, July 29, 10:00 am to 3:00 pm	First 5 San Diego County 1600 Pacific Highway, Room 302 San Diego, CA 92101
Tuesday, August 12, 10:00 am to 3:00 pm	First 5 California 2389 Gateway Oaks Drive, Suite 260 Sacramento, CA 95833
Additional trainings will be offered via GoToMeeting (Web-based meetings), as needed, through October 31.	

Please check www.first5eval.com and the First 5 California County Connection newsletter for additional information on training dates and locations. **Information will also be distributed via an “Evaluation News” listserv. To subscribe, please send an e-mail to evalnews-subscribe@ccfc.ca.gov.** To register for a training session, please e-mail evaluation@ccfc.ca.gov. We will register attendees in the order we receive requests, until we reach location capacity. At that time we will evaluate the need to add additional dates, depending on demand.

Sincerely,

Stacie Sormano
Deputy Director
Research and Evaluation Division
First 5 California